

GUIDANCE NOTES

Completing the application form

- In addition to these Guidance Notes please read carefully the notes you will find at the various sections on the application form.
- Short listing will be based on information you provide on the application form. If you do not mention something we will not be able to take it into account when deciding who to see for interview.
- Read the Job Description and any other documentation you have been sent before completing the form. Tailor your responses to the job you are applying for.
- Include experience and achievements from any walk of your life. You could include evidence of knowledge and skills gained through voluntary work, involvement in community activities, managing a home and family, school / college and special interests as well as previous paid employment. Tell us about any unpaid work you do or any position of responsibility you hold, for example in a club, or organisation you belong to.
- Complete all the shaded sections where questions are posed. You may complete the form by hand (in black ink please to assist photocopying) or by using Microsoft Word. Include extra sheets if there isn't enough room in the boxes provided.
- Due to the cost of postage, we do not send written confirmation of receipt of applications and if you have not heard from us within 21 days of the closing date you may assume your application has been unsuccessful.

OTTERY ST MARY TOWN COUNCIL



Council Offices
The Old Convent
8 Broad Street
Ottery St Mary
Devon
EX11 1BZ

Tel:- 01404 812252

E-mail:- enquiries@otterystmary-tc.gov.uk

JOB APPLICATION FORM

Please return completed applications to:

The Chief Executive Officer
Council Offices
The Old Convent
8 Broad Street
Ottery St Mary
Devon
EX11 1BZerk

You may email the application to enquiries@otterystmary-tc.gov.uk but will be required to sign a printed copy if selected for interview

NO LATER THAN Wednesday , 18th November 2020

PLEASE READ THE ENCLOSED GUIDANCE NOTES BEFORE COMPLETING THIS FORM

Job
Title*:

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* Please enter the title of the
job you are applying for.

Personal Details

Surname:	National Insurance no:
Full Name:	Home tel. no:
Address:	Work tel. no:
County:	E-Mail address:
Postcode:	

Do you have a current driving licence? **YES** **NO**
(also see disability/health section below)

Give details of any penalties on your licence or convictions pending if driving is essential to the job:

Do you have a disability/long term illness? **YES** **NO**

If YES, indicate here if you are aware of any adjustments that the Town Council could make to help you apply for or carry out the job:

Continue on separate sheet if required

CURRENT/LATEST EMPLOYMENT

Name and address of current/most recent employer:	Job title: Current/latest salary and any benefits: Weekly hours Date started employment
Date of leaving (if relevant):	
Notice required:	Reason for leaving:
Main duties/responsibilities/achievements	

References

References will be taken up prior to any formal offer of employment.

Please give the names and addresses of two people who would be willing to supply a reference about you, including your most recent employer (or teacher/tutor, where appropriate), who have known you during the past three years. Please also state in what capacity they know you.

Name:	Name:
Address:	Address:
Tel. no:	Tel. no:
E-Mail address:	E-Mail address:
Relationship:	Relationship:
Organisation (if applicable):	Organisation (if applicable):

The information requested on this page may be provided on a separate sheet if preferred

WORK AND OTHER RELEVANT EXPERIENCE

Please list below a complete record of other employments and include, if you wish, any voluntary activities either paid or unpaid. These should be in date order, starting with the most recent.

Name of organisation and nature of business	Dates/Job title/role with brief indication of main duties and responsibilities	Reason for leaving

continue on separate sheet if required

The information requested on this page may be provided on a separate sheet if preferred

ADDITIONAL INFORMATION

It is **important that you provide evidence** in this section of how **you meet the Job Specification**. Tell us about your achievements and your level of responsibility. Include examples from paid or unpaid work or other activities you have undertaken that are relevant to the job you are applying for. Also include here information about why you want the job and anything else you wish to say. If you do not tell us we will not be able to select you.

Continue on a separate sheet if necessary

You must complete all sections on this page

Canvassing of Ottery St Mary Town Councillors or senior employees

Canvassing of Ottery St Mary Town Councillors or employees of Ottery St Mary Town Council, by or on behalf of yourself is strictly forbidden and may invalidate your application.

Indicate here if you are related to any Town Councillor or senior employee of Ottery St Mary Council, giving their name

Please state **NONE** if appropriate.

Criminal convictions

Please give details of criminal convictions below. Unless stated otherwise, you do not need to declare convictions which are 'spent', as defined by the Rehabilitation of Offenders Act 1974 and subsequent regulations.

However, if you are applying for a job supervising, caring for or otherwise connected with people from the following list, **you must always declare any convictions and/or cautions for criminal offences**, even where they are 'spent'. For these purposes, this includes working with children, young and older people, those who are dependant on alcohol or drugs, and those with mental or physical disabilities, illness, injury or deformity, including people who are blind, deaf or without speech.

For certain posts, police checks will be required. If this is necessary, you will be asked to sign a separate authorisation.

Details of criminal convictions:

Please state **NONE** if appropriate.

Entitlement to work in the UK

To comply with the Asylum and Immigration Act 1996 all prospective employees will be asked to supply evidence of eligibility to work in the UK. We will ask to see an appropriate official document (e.g. proof of NI number, passport etc)

Do not send these now. Further information will be sent to you if you are selected.

Do you require a work permit to work in the UK? YES NO

If you already have a work permit, please give the expiry date:

DECLARATION

To the best of my knowledge, the information I have supplied on this form is correct. I understand that giving false information or omitting relevant information could disqualify my application and, if I am appointed, could lead to my dismissal.

Signed:

Date:

Data Protection

I consent to the Council using any personal information contained in this application form pursuant to the General Data Protection Regulation Act 2018 for the purposes of HR administration. I further acknowledge that I have been provided with the Council`s Privacy Notice which outlines my rights under data protection legislation

Signed:	Date:
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FOR OFFICE USE ONLY										
Give details below of reasons for non-selection related to person specification (please tick as appropriate)										
Selection stage	Qualifications			Experience/knowledge			Skills			Other
Invited for interview? YES <input type="checkbox"/> NO <input type="checkbox"/>	unsatis- factory	satisfactory	good	unsatis- factory	satisfactory	good	unsatis- factory	satisfactory	good	
Offered job? YES <input type="checkbox"/> NO <input type="checkbox"/>										
Please indicate if:	Appointed <input type="checkbox"/>			Withdrew <input type="checkbox"/>			Other			
Signed by CEO:						Date:				